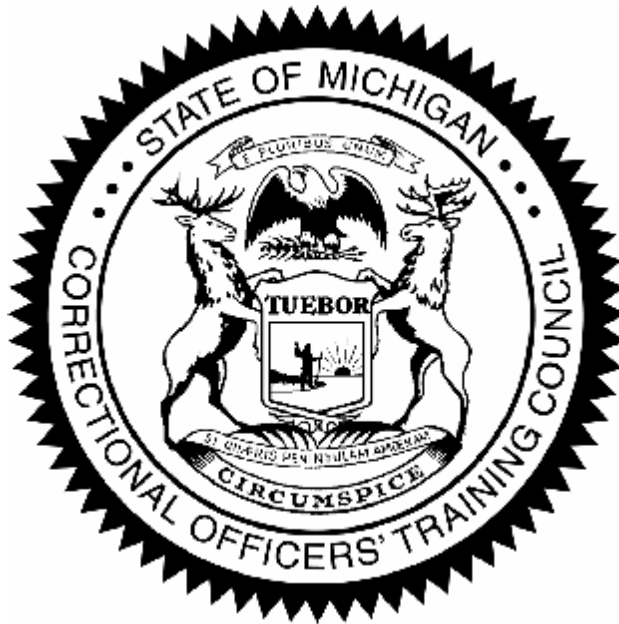


**MICHIGAN  
CORRECTIONAL OFFICERS'  
TRAINING COUNCIL**



**2003 ANNUAL REPORT**

**State of Michigan**

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**2003 ANNUAL REPORT**

**State of Michigan**

STATE OF MICHIGAN



JENNIFER M. GRANHOLM, *GOVERNOR*

MICHIGAN CORRECTIONAL OFFICERS' TRAINING COUNCIL

MAIN BUILDING – 715 WEST WILLOW

LANSING, MICHIGAN 48913

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May 28, 2004

The Honorable Jennifer Granholm  
Governor of the State of Michigan  
George W. Romney Building  
Lansing, Michigan 48933

In accordance with requirements set forth in Section 16 of P.A. 415, 1982, I am pleased to provide you with this report concerning the activities of the Michigan Correctional Officers' Training Council for the calendar year January 1, 2003 through December 31, 2003.

As a result of the support of governing officials, correctional officers in the Michigan Department of Corrections are among the best educated and most highly prepared officers anywhere in the country. With continued support of the type received to date, the Council is confident that Michigan will continue as a leader in the training of state and local correctional officers.

Respectfully submitted,

Elizabeth A. Foley  
Chairperson



***The Earl F. DeMarse Corrections Academy***  
**Location of Michigan Correctional Officers' Training Council Offices**

# INTRODUCTION

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Prior to May 1981, the minimum requirements for corrections officers hired to work for the Department in State corrections facilities were a high school diploma and six weeks of combined on-the-job and classroom training.

Explosive events led to changes in these minimum requirements. In 1981, over the Memorial Day weekend, three of the Department's major facilities erupted with disturbances, resulting in widespread property damage and many injuries, but no deaths. The institutions that experienced disturbances included: the State Prison of Southern Michigan (Jackson); the Michigan Reformatory (Ionia); Marquette Branch Prison (Marquette).

Following the disorders, the Michigan Legislature conducted an extensive investigation to determine the underlying causes of the disturbances. The investigation identified lack of education and training of line staff as contributing factors. The Legislature responded by enacting Public Act 415 of 1982. The legislation, which became known as the Michigan Correctional Officers' Training Act, established:

- The Michigan Correctional Officers' Training Council - a Governor appointed body.
- A requirement of 15 semester or 23 term college credits to be eligible for employment as a state corrections officer.
- Requirements for certification, re-certification and decertification of state corrections officers including a 320 hour training academy requirement and two months of on-the-job training for new officers.
- Requirements for certification, re-certification and decertification of local corrections officers employed in county jails and lockups.
- A central training academy for corrections officers.

Two amendments to Public Act 415, Public Act 44 of 1985 and Public Act 4 of 1989, provided further support to the belief that the corrections officer position is one requiring post-high school education including specific reference to possession of associate and bachelor degrees as being acceptable for entry into the corrections officer position. In 1989, the National Institute of Corrections awarded a grant to the International Association of Corrections Officers (IACO) to develop a college level vocational certificate program for corrections officers; much of the content of their program was based on the Michigan model.



***MDOC Honor Guard***

# EXECUTIVE SUMMARY

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In 2003, the Michigan Correctional Officers' Training Council (MCOTC) remained committed to what many professionals in the field acknowledge as one of the finest corrections officer training programs in the nation.

Budget concerns kept the number of custody staff hired during FY 2002–2003 at levels below previous years. The training academy ran one class during FY 2002–2003. During this time frame, there were 189 persons hired as corrections officers, compared to 340 persons hired in FY 2001 - 2002. Of the 189 individuals hired, there were 176 that successfully completed custody new employee training.

The following were highlights of the MCOTC during calendar year 2003:

- Re-certification of one hundred percent of all active state corrections officers who completed required training. Certification of one hundred percent of all new state corrections officers after completing 320 hours of academy training and two months of on-the-job training.
- Seventy-six local correction officers completed the 160 hour Local Corrections Training Program.
- Re-certification of twenty seven local correction officers after completing 20 hours of in-service training.
- Twenty-five Michigan colleges and universities offered the Certified Corrections Officer Academic Program.
- Over 150 approved instructors taught in the Certified Corrections Officer Academic Program during the 2002-2003 academic year.
- A total of 265 students completed an approved Certified Corrections Officer Academic Program.



- White males accounted for just under 43 % of the corrections officers hired in FY 2002-2003 by the Department of Corrections. The remaining, 57% of persons hired, consisted of minority groups, both male and female.
- Currently, 65 trained Department volunteer recruiters assist with recruitment of under represented groups. The volunteers perform these duties in addition to their primary jobs within the department.
- The MCOTC State Standards Committee selected Corrections Officer Matthew Morgan, of the Baraga Maximum Correctional Facility, as the 2003 State Corrections Officer of the Year. The Council participated in a banquet honoring all corrections officers.

The Council recognizes and appreciates the support of the Executive Office and the Legislature, along with the commitment of the Department of Corrections in the on-going development and improvement of the education and training of corrections officers in the State of Michigan.

# THE COUNCIL

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The Michigan Correctional Officers' Training Council was created by Public Act 415 of 1982 with the effective date of legislation March 30, 1983. The ten-member Council was appointed by the Governor and met for the first time in December, 1983.

## **CURRENT MEMBERS**

## **REPRESENTING**

## **EXPIRATION**

Luella Burke	Public at Large	3/30/06
Dr. Avon Burns	Academic Community	3/30/06
Elizabeth A. Foley	Academic Community	3/30/04
Robert Hall	Local Corrections Officers	3/30/04
(position eliminated with enactment of PA 125 of 2003)		
Janet M. McClelland	State Personnel Director	3/30/05
Barry McLemore	MI Department of Corrections	3/30/05
Rudolph Serra	Public at Large	3/30/06
Dennis Somers	State Corrections Officers	3/30/04
John Sonntag	Local Agencies and Jails	3/30/05
(position eliminated with enactment of PA 125 of 2003)		
Timothy McCormick	DMB/Organizational Development	3/30/06

Elizabeth A. Foley was elected chairperson in 1995 and was re-elected in 1996, 1997, 1998, 1999, 2000, 2001, 2002 and 2003.

## **STANDING COMMITTEES AND CHAIRPERSONS**

Academic Standards	Dr. Avon Burns
Local Standards Committee	Robert Hall
(committee disbanded with the enactment of PA 125 of 2003)	
State Standards Committee	Barry McLemore

## **THE STAFF**

Administrator Bill Hudson, Office of Training and Recruitment, serves as the Executive Secretary to the Council. Jai Deagan, of the Office of Training and Recruitment serves as the Liaison to the Council. Administrative support to the Council is currently provided by Char Thelen, secretary to the Administrator of the Office of Training and Recruitment.

## ***MAJOR ACCOMPLISHMENTS***

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With the assistance and approval of the Departments of Civil Service and Corrections, the MCOTC has established responsive, relevant and practical entry-level requirements for state corrections officers.

The Certified Corrections Officer Academic Program was implemented in 1987 to enable persons to acquire 15 semester or 23 term credits to meet the educational requirement for employment as a state corrections officer. This is a college vocational certificate program that concentrates the student's education in approved areas. Twenty-five Michigan colleges and universities are currently certified to offer the MCOTC Certified Corrections Officer Academic Program.

Civil Service testing, an in-depth personal interview, background check, drug testing and physical testing are some of the employment criteria.

Training programs for new state corrections officers were reviewed, revised and strengthened.

Established standards for certification, re-certification and decertification of state corrections officers continue to be applied in 2003.

In 2003, one hundred percent of all active state officers received re-certification.

One hundred percent of all new state corrections officers received initial certification upon completion of new officer recruit training.

The Council maintains an active involvement with the DeMarse Corrections Academy, approving physical standards, training course development and course revisions.

The Council has established physical training standards for corrections officer recruits. As part of their graduation requirement, recruits must successfully meet the following standard:

Sit-ups - 18 in 30 seconds  
Push-ups - 24 in 60 seconds

Option A: Step-test (total of 9 minutes)

Stage	Cadence	Heights of steps	Time	No. of Trips
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	120	11.75"	3 min.	60

Option B: Step-test (total of 9 minutes)

Stage	Cadence	Heights of steps	Time	No. of Trips
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	158	7.50"	3 min.	78

The physical standard must be met again at the end of the recruit's 12 month probation to continue certification as a state corrections officer.

# MICHIGAN CORRECTIONS OFFICER OF THE YEAR

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Since 1985, the Department of Corrections has recognized outstanding officers from each facility and from corrections centers. From this field of nominees, one corrections officer in the state is selected as Corrections Officer of the Year. The MCOTC's involvement in awarding this honor began in 1988.

Although the annual award names only one top winner, the Council recognizes all corrections officers as members of the criminal justice profession who are charged every day with being fair, firm and objective in their interactions with Michigan prisoners.

In celebration of Corrections Officer Week, over 400 people attended the 2003 banquet on May 7, 2003. Warden Nick Ludwick, from Charles E. Egeler Reception and Guidance Center, served as the master of ceremonies and Director William S. Overton presented the awards.



***Matthew Morgan***  
***2003 Corrections Officer of The Year***

Matthew Morgan, of the Baraga Maximum Correctional Facility, was selected as the Corrections Officer of the Year for 2003. The other four finalists were: Chad Cunningham, Boyer Road Correctional Facility; Carol Eiseman, Alger Maximum Correctional Facility / Camp Cusino; Timothy McMillion, Standish Maximum Correctional Facility / Camp Lehman; Gavin Peipkow, Southern Michigan Correctional Facility.

# STANDING COMMITTEES

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## *ACADEMIC STANDARDS*

*Dr. Avon Burns, Chairperson*

The MCOTC Certified Corrections Officer Academic Program, in operation since 1987, began with the initial certification of 25 state colleges and universities. In 1990 that figure rose to 31. In 2003 there were 25 state colleges and universities that participated in the MCOTC certificate program.

Alpena Community College	Alpena
Baker College of Fremont	Fremont
Bay Mills Community College	Brimley
C.S. Mott Community College	Flint
Davenport College - Alma Center	Alma
Delta College	University Center
Ferris State University	Big Rapids
Gogebic Community College	Ironwood
Grand Rapids Community College	Grand Rapids
Jackson Community College	Jackson
Kellogg Community College	Battle Creek
Kirtland Community College	Roscommon
Lake Michigan College	Benton Harbor
Lake Superior State University	Sault Ste. Marie
Lansing Community College	Lansing
Marygrove College	Detroit
Mid Michigan Community College	Harrison
Montcalm Community College	Sidney
North Central Michigan College	Petoskey
Northern Michigan University	Marquette
Northwestern Michigan College	Traverse City
St. Clair Community College	Port Huron
Schoolcraft College/Radcliff	Garden City
Wayne County Community College	Detroit
West Shore Community College	Scottville

The 2002-2003 academic year for the Certified Corrections Officer Programs showed a decrease in enrollment and certificates issued. The twenty-five (25) colleges certified to offer the corrections curriculum reported an enrollment of 2,563 students.

During the 2002-2003 academic year, 265 students completed an approved Certified Corrections Officer Academic Program.

#### Students Enrolled in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian	Other
Females	573	634	19	36	1	73
Males	733	312	19	32	3	128
Total	1,306	946	38	68	4	201

#### Students Who Completed a Certified Corrections Officer Academic Program

	White	Black	Am Ind	Hisp	Other
Female	74	36	7	2	5
Male	116	14	1	3	6
Total	190	50	8	5	11

#### Instructors in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian
Female	39	11	0	0	0
Male	96	20	1	1	1
Total	135	31	1	1	1

## **STATE STANDARDS**

### ***Chairperson - Barry McLemore***

New corrections officer recruits must successfully complete 320 hours of academic and practical training at the Academy, including *Report Writing, Custody & Security, Sexual Harassment, Prisoner Management, Self Contained Breathing Apparatus, Disturbance Control, Emergency Health Care, Professional Employee Conduct with Offenders* and *Firearms Familiarization*.

Phase I of the training begins the new officer's first six weeks of employment at the Academy. Phase II is two months of on-the-job training at the facilities to which the recruits are assigned. The recruits return to the Academy for Phase III, which lasts for two weeks. The 16-week training period culminates with a graduation ceremony. Graduation certificates are presented as are various awards recognizing recruits for their academic achievement, attitude and perseverance.

New corrections officers in Michigan receive extensive training in a variety of subjects. The college requirement, satisfactory completion of 320 hours of Academy training, two months on-the-job training, training in Emergency Health Care and physical fitness achievement are only a few of the reasons for a sense of pride and accomplishment at having met rigorous training standards.

Recertification requirements state that correction officers must complete training as approved by the Council. Department policy set the amount of training required annually at forty hours. This amount is in agreement with American Corrections Association standards. The Council has, in the past, accepted and endorsed the forty hour annual training requirement.

Due to budget concerns, a variance to the forty hour annual training requirement was requested and approved. This variance was for the 2002-2003 training year only and would require an additional approval for subsequent training years.



## ***EFFECTIVENESS OF TRAINING***

The following is a brief summary in response to the 1997 Auditor General's report on evaluating the effectiveness of training. The response includes a brief summary of the MDOC's means for monitoring training and obtaining input to ensure the effectiveness and quality of training, which has continued through 2002:

- Policy Directive 02.05.102 *Training Committees* provides one means for obtaining input from all levels of employees for recommendations and assistance in the development of training programs. It includes:

Suggestions from work site training committees are submitted by the Warden or Regional Prison Administrator to the appropriate Deputy Director.

Training recommendations approved by the Deputy Directors are forwarded to the Director for approval; the Director then forwards the approved recommendations to the Administrator, Office of Training and Recruitment.

- The P.A. 415 Training Committee meets annually and reviews the Director approved recommendations of the facility training committees and Office of Training and Recruitment recommendations and recommends mandatory and menu training programs for the following year for employees covered by P.A. 415:
- Meetings with institutional training officers and Field Operations Administration (FOA) regional training coordinators are held at field sites to obtain input about the current year's training, problems, and recommendations for changes and improvements. This forum also provides an additional opportunity for input into the next year's training programs.
- A standing Shoot Review Committee, consisting of representatives from Correctional Facilities Administration, Field Operations Administration, Administration and Programs Administration, Policy & Hearings, Administrator for the Office of Training and Recruitment and Internal Affairs meets as necessary. This committee reviews all instances of firearms discharges in the Department and determines if the firearm discharges were appropriate; if training issues are identified, the Administrator for the Office of Training and Recruitment follows up.

- An annual training meeting with institutional training officers and Field Operations Administration regional training coordinators is held at a central site by the Office of Training and Recruitment each year, to distribute the upcoming year's training materials, conduct train-the-trainer programs and obtain input from the participants as to the length and presentation of the programs.
- Critical incident debriefings are held by the Deputy Directors when critical incidents occur in their administrations. When issues arise during debriefings that need to be addressed by training, these matters are referred to the Office of Training and Recruitment for appropriate action.

In order to respond to the needs of the corrections community, training program development must logically include Department consultation and review. Before a Department training program can be implemented, substantively changed or deleted, it must be reviewed by the appropriate administrator.

## ***LOCAL STANDARDS***

### ***Robert Hall, Chairperson***

Due to a lack of awarded grant funds, 1996 was the last year for the Local Corrections Training Program (LCTP) as coordinated by the MDOC. In 2003, colleges and county sheriffs' departments conducted a limited number of MCOTC approved 160-hour Local Corrections Training Programs with funds from the Michigan Commission on Law Enforcement Standards. Lodging for local corrections officers attending programs offered in the greater Lansing area was provided at the DeMarse Corrections Academy. The Council continued to certify and recertify qualified local officers at the request of sheriff's departments.

In 2003 the Council granted certification to 76 local corrections officers who completed MCOTC approved 160-hour programs and granted re-certification to 27 local corrections officers who completed Council approved in-service training.

Public Act 125 of 2003, established the Sheriff's Coordinating and Training Council. Authority and responsibility for local correction officer certification and recertification was transferred to this new council on October 1, 2003. The Council seats that represented local correction officers and sheriffs were also abolished with enactment of this new law.

## ***ACKNOWLEDGMENTS:***

The Michigan Correctional Officers' Training Council appreciates the continuing support it receives from the Governor's office and the Legislature. The Council has functioned smoothly because of the fine support system provided by the Department of Corrections and the Department of Civil Service.

Our appreciation is extended to those whose assistance is essential; not only to our office, but also to the correctional officers we serve. This includes the Michigan Sheriff's Association, Michigan Corrections Organization, Michigan colleges and universities, the National Institute of Corrections, the International Association of Corrections Officers and the Michigan Association of Chiefs of Police. We particularly want to express our thanks to the Administrator of the Office of Training and Recruitment and support staff for the conscientious and capable manner in which they carry out the Council's responsibilities.

We have had the privilege of serving the needs of Michigan correctional officers since 1983 and will strive to continue to do so in the future.